



Search an Audit Log

The **Check Card Administrator (CA)** and **Card Operator (CO)** can search audit logs related to card processing activities. The **CCA, Check Card Operator (CCO), Check Card Lead Operator (CCLO),** and **Check Card Supervisor (CCS)** can search audit logs related to check processing activities. Depending on your role, you can search for and view only specific audit logs. To search an audit log, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page appears.
3. Enter the search criteria for the activities you would like to view.

Under **Search Criteria**, *optional*

- Select a **Module** type.



Application Tip

The **CA** and **CO** can search an audit log.



Application Tip

Card Processing **Module** options include **Administration** and **Card Processing**. Check processing **Module** options include **Administration**, **Check Capture**, **Check Processing**, and **Deposit Processing**. The **Module** drop-down options vary by user role.

- Enter a **User** (*login ID*)
- Select an **OTC Endpoint**
- Enter the **From** and **To** date and time ranges, *required*



Application Tip

The **From** and **To Create On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, *required*
- Select a **Category Name**, *required*



Application Tip

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Card Terminal ID**, *for the workstation*
- Enter the **Batch ID**



Application Tip

The **Batch ID** is specific to Check Processing.

- Select an **Event Type** (see Table 4).



Application Tip

Event Types are categories of events that are recorded by the audit log.

Table 4. Event Types

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Informational entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**



Application Tip

Operation Mode options include **All**, **Online**, or **Offline***.

* **Offline** applies to OTCnet Check Capture Processing only.

4. Click **Search**. The *Search Results* table appears below.



Application Tip

If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the *Search Results* table repopulates with the results of the new search.



Application Tip

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.



Application Tip

If the Audit Log records contain Personally Identifiable Information (PII) the data is masked.